



FIRST THINGS FIRST

Quality First Program Coordinator

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty-one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

Job Summary:

The Quality First Program Coordinator will assist with the daily operational tasks of Quality First, Arizona's quality improvement and rating system. Quality First is a signature First Things First strategy to measure and improve the quality of early care and education settings in Arizona, as well as to provide information to assist families to select quality care for their young children. The Program Coordinator will be responsible for the ongoing daily operations of the Quality Rating System, including: monitoring QF applications; creating the program selection schedule; submitting regular updates of the selection schedule to the coaching, incentive and assessment grantee; conducting program selections; assigning and communicating selections to coaching, assessment, and incentive grantees; maintaining slot reports; processing declines; creating and maintaining the incentive tracking form; submitting regular updates of the incentive tracking form to the coaching and incentive grantees; calculating Quality First Points Scale points; verifying Star Ratings; participating in appropriate First Things First and Quality First meetings; and performing other tasks as assigned by the Quality First Director.

Distinguishing Characteristics:

The Quality First Program Coordinator must have in-depth knowledge of quality early learning environments and practices, as well as strong attention to detail and advanced knowledge of and experience in Microsoft Excel. The Quality First Program Coordinator must have the ability to collaborate within a team to administer the Quality First Improvement and Rating System. The position requires the ability to prioritize tasks, analyze data and other information, create reports and take initiative to complete daily tasks. This position will be required to partner and consult with multiple internal staff and external stakeholders in the field.

Typical Duties and Responsibilities:

- Assist in implementation of the Quality First Rating System, i.e. review submitted evidence for the Quality First Points Scale, calculate points and verify Star Rating.
- Administer the Quality First selection process including: monitoring submittal of applications, creating the selection schedule, assigning newly selected programs to Quality First grantees and processing enrollment terminations.
- Maintain the financial incentive tracking form for all enrolled programs, including sending regular updates to grantees and finance team.
- Maintain the enrollment report which includes data of enrolled participants by First Things First regional area and provider type.
- Assist the Director in communicating with grantees, participants and other community members about Quality First enrollment opportunities, selections, and declines.
- Respond to requests for information and/or assistance promptly, professionally and courteously.
- Participate in Technical Review Teams to review grant applications, contracts, governmental-to-governmental agreements, amendments, and renewals to ensure that the overall scope and intention of the services, including the standard of practice, is properly addressed and documented.
- Actively participate in meetings of the Quality First Team, Early Learning Implementation Team, Quality First Collaboration, FTF staff, Program Division, and all other meetings as requested.

Qualifications:

- At minimum, a Bachelor's Degree, preferably in early childhood education, child development, education, educational leadership or a closely related field.
- Extensive experience and expertise in using Microsoft Excel.
- Ability to work collegially and effectively within a team environment.
- Ability to prioritize daily tasks while remaining flexible.
- Understanding of early childhood systems development
- Effective communicator, orally and in writing.
- Commitment to uphold high ethical standards.

Review of resumes will begin on January 30th, 2012 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references at:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 24. FTF offers a salary range of \$50,891 - \$55,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.